

Permit For Use of Space in Public Buildings and Grounds - Approval Guidelines

Purpose: There are guidelines that need to be followed during the activity to ensure that you continue to be eligible for future activities. Any violations of these guidelines for the activities will be grounds for cancellation of permit and/or activity. Below are the general guidelines that need to be followed.

- All individuals must follow all building security policies and procedures of the building. This includes having all individuals who do not have a permanent ID badge obtain a visitors badge and stay with their building escort until departing the building. In additional arrangements need to be made with the GSA Property Management Office for truck-well/dock access if the amount of items being brought into the building is significant enough to delay the security screening process.
- The proposed use must not interfere with access to the public area, disrupt official Government business, interfere with approved uses of the property by tenants or by the public, or damage any property.
- All permittees engaging in the solicitation of funds that are authorized must display and identification badge while on Federal property that indicates the permittee's name, address, telephone number and organization.
- Individuals may not leave leaflets or other materials unattended nor can they leave any property after the end of the activity. This includes signs, collection container, booklets, etc.
- The applicant assumes all responsibility for the clean-up of the area, for the trash containers, and for arranging disposal of the trash.
- Permittees are responsible for furnishing items such as tickets, audiovisual equipment, and other items that are necessary for the proposed use.
- Permittees are subject to all rules and regulations governing conduct on Federal property. In addition, a permittee must –
 - Not misrepresent his or her identity to the public;
 - Not conduct any activities in a misleading or fraudulent manner;
 - Not discriminate on the basis of race, creed, religion, age, color, disability, gender, or national origin in conducting activities;
 - Not distribute any item, nor post or otherwise affix any item, for which written approval has not been obtained; and

**For additional guidelines, clarification and assistance please contact
the GSA Property Management Office (317) 510-2169.**